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8 NOV 1979

MEMORANDUM FOR: Acting Deputy Director for Administration
FROM: Harry E. Fitzwater
Director of Personnel
SUBJECT: Office of Personnel Weekly Report --
Week Ending 7 November 1979 (U)

1. Senior Intelligence Service:

a. All but one of the [] eligible supergrade officers elected to join the Senior Intelligence Service (SIS). The one officer who declined plans to retire in January 1980. (C) 25X9

b. The Deputy Director of Central Intelligence approved supplemental guidelines for SIS Advance Work Plans. These were printed and circulated to all SIS members on 7 November 1979. (U/AIUO)

c. The inter-directorate informal SIS working group met on 7 November 1979. The major item for discussion was the Advance Work Plan. Also discussed were:

- 1) Leave accumulation
- 2) The need for definitive guidance on the SIS level to which GS-15's are promoted. (U/AIUO)

2. Co-op Program: [] Deputy Director of Personnel for Recruitment and Placement, and others met with Mr. Benjamin Swinson, Chief Co-op Coordinator at Howard University on 1 November 1979. This visit was an outgrowth of an earlier visit to the Director of Placement by [] and was, in turn, a follow-up to the July conference of Placement Officers. (U) 25X1A 25X1A

The co-op program at Howard has undergone considerable change. It has now expanded to six of their 12 schools, and there are four full-time co-op coordinators. Their engineers, physics and math majors are of particular interest to the Agency.

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Likewise, since they are also beginning to co-op at the graduate-school level, their economics and computer science majors will also be of interest. (U)

3. Review of CIARDS System: [] reported 25X1A on Monday, 5 November, to begin his review of the Agency's administration of the CIARDS System for the period from 1 July 1978 through 30 September 1979. Hereafter, this review, which is a required annual report to the House Permanent Select Committee on Intelligence, will be prepared on the regular fiscal year basis from 1 October of one year through 30 September of the following year. (U/AIUO)

4. Retirement Information Seminar: The first three sessions of the Retirement Information Seminar (RIS) were held in the Auditorium on 30 October, 1 November and 6 November. The sessions were well attended.

5. PMCD Course: Officers of the Position Management and Compensation Division conducted a three-day orientation course for component personnel officers and other officers in the Office of Personnel. The training course provided participants with information on position management, job evaluation, and pay administration/hours of work. The student critique of the course was generally favorable with some participants requesting an extension of the course to include more detail on PMCD functions. (U/AIUO)

6. NAPA Project Group: The NAPA Project Group completed its task on 5 November 1979 with the presentation of the final report and overview paper to the Director of Personnel. (U/AIUO)

25X1A

7. Reserve Speaker: [] Deputy to the DCI for Resource Management, addressed the Joint Military Reserve Training Command on Monday, 5 November 1979, at 1745 hours. He discussed the history of Resource Management, the problem of allocation of scarce resources in the intelligence environment, competition for available resources within and outside of the Intelligence Community, and budgetary problems. The meeting was open to all Agency employees, and a number of non-Reservists were in attendance. (U/AIUO)

25X1A

8. Special Briefing: At the request of [], Chief of Support, National Photographic Interpretation Center (NPIC), Insurance Branch's supervisory staff provided two insurance briefings to NPIC employees on 6 November 1979. The briefings were well received and a good exchange took place in the question and answer sessions that followed the briefings.

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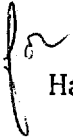

9. Savings Bonds: The Chief, Benefits and Services Division, attended the National Sales Conference of the United States Savings Bonds Program on 6 November 1979. Over 300 representatives of business and Government from throughout the country met here to review 1979 results and to prepare for the 1980 campaign which will be held in the Spring. The motto for the campaign will be, "Excel in Eighty." The Treasurer of the United States, Azie Taylor Morton, conducted the program and the keynote speaker was Vice-President Mondale.

10. Combined Federal Campaign: As of close of business on 6 November 1979, Combined Federal Campaign collections and pledges totaled \$170,973.19 or 57% of our goal. This represents a return of 54.9% of the pledge cards with the campaign scheduled to run through the end of this week. (U/AIUO)

11. Rehired Annuitants: The Weekly Civilian Annuitant Activities Report is attached. (S)

COMING EVENTS

The Employee Activity Association will have its annual pecan sale starting next Tuesday, 13 November 1979. EAA obtained 2,000 pounds to be sold at the same price as last year - \$3.15 per pound including tax. (U)

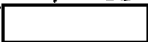
 
Harry E. Fitzwater

25X1A

Att

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANTS
(31 October - 6 November 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

DCI

- Contract Employee, DCI
new hire effective
29 October 1979 (U)

DDA

- Independent Contractor,
Office of Security, new
hire effective 1 November
1979 (U)

- Independent Contractor,
Office of Security, new
hire effective 1 November
1979 (U)

DDO

- Independent Contractor,
□ Division, new hire
effective 26 September
1979 (S)

25X1A

2. The following rehired civilian annuitant cases were approved for extension:

DDO

- Independent Contractor, EA
one-year extension effective
15 October 1979 (S)

- Independent Contractor, NE
Division, six-month extension
effective 1 October
1979 (S)

25X1A

[Redacted]

-

Independent Contractor, DCD
one-year extension effective
1 November 1979 (S)

DDS&T

25X1A

[Redacted]

-

Independent Contractor, [Redacted]
one-year extension effective
1 November 1979 (U)

STATSPEC

3. The following rehired civilian annuitant case was
terminated:

DDO

25X1A

[Redacted]

-

Contract Employee, SE Division,
terminated 1 October 1979 (S)